

Wellington Potters' Association

Proposal for new membership framework

Timeline of the process of changing membership fees

- 1 October 2017 – Wellington Potters' Association AGM. Several proposals for amendments to the fee structure were considered, including a proposal by Peter Rumble (see detail in Appendix 1). The AGM accepted Peter Rumble's proposal in principle, and asked the Committee to review the proposal and present a revised proposal to a Special Meeting of WPA to be held in March.
- 11 Feb 2018 – WPA Membership conversation
- 18 Feb 2018 – Meeting of proposal working group
- 21 Feb 2018 – Committee meeting
- 4 March 2018 – Special Committee meeting
- 21 March 2018 – Committee meeting
- 25 March 2018 – Special General Meeting
- 1 August 2018 – New financial year begins, New membership year begins (under the existing Rules)
- In September 2018 – AGM takes place *[if proposal to SGM accepted]*
- 1 Oct 2018 (to 30 Sept 2019) – New membership year begins, and invoices sent out to all members for new membership fees *[if proposal to SGM accepted]*

The new Membership framework

Two categories of membership

- Member
- Associate member

All memberships are for individuals only.

All previous memberships, including double memberships, key/no key, and country memberships, are replaced by these new memberships.

Subscription

The subscription will be set based on the current and future financial needs of the club. The subscription will be reviewed annually and may be increased or lowered depending on these needs.

Subscriptions are paid annually. When a new member joins, they pay a pro-rata amount of the subscription for the remainder of the current membership year (1 Oct to 30 September).

- Member: \$120 fee (indicative)
 - Paid annually.
 - If someone wants to pay three-monthly or six-monthly, the request will need to go through the same process for accessibility consideration.
- Associate member: 50% of \$120 fee (indicative)
 - Half the price of a full Member
 - For example: if the membership fee for a Member is set at \$150 a year, then the membership fee for an Associate member will be \$75 a year.

Note: The actual amount of the subscription will be determined at the next AGM.

The benefits and responsibilities of Members and Associate members

This table summarises the benefits and responsibilities of Members and Associate members.

	Member	Associate member
Volunteer	✓ all Members are expected to volunteer	✓ volunteering optional for Associate members
Receive the newsletter by email	✓	✓
Take part in WPA events, incl. Anagama and Ceramicus	✓	✓
Library access	✓	✓
Attend WPA events and contribute to the WPA community	✓	✓
Attend workshops (but not classes)	✓	✓

Attend induction/orientation programs	✓required for all Members	×
Access card/Key for the Rooms	✓	×
Use of the Rooms	✓	×
Use of WPA equipment	✓	×
Use of the WPA kilns and glazes	✓	×
Attend classes	✓	×
Teach classes	✓	×
Bring friends to observe them working in the space	✓	×

The extras – what membership does not include

There are some extra costs which are additional to membership fees. These include:

- Firing fees, including glazes and kiln hire
- Fees for participating in special events, such as Anagama and Ceramicus
- Storage space, including
 - Cubbies
 - Access to the mezzanine
 - Spaces in the shared common areas, such as shelving and tables
 - Professional use of the space
- Receiving a paper/posted newsletter

Accessibility criteria for membership fee reduction

The president - in consultation with the vice president or secretary - has discretion to offer discounts and payment plans. This means:

- The club may offer discounts on membership fees
- The club may also offer payment plans for fees or workshops.

When considering a discount or payment plan, the President will take into account:

- If the person holds a Community Services Card
- If they are a student
- If they are a beneficiary

Additional Information

Becoming a Member – the pathway to membership

All new Members (not Associate members) are required to follow the same pathway to membership. This includes people who come with experience working with clay before – from beginners to professional potters.

New Members are not able to attend classes or use the club rooms until they have completed the membership pathway.

New Associate members are not required to complete steps 4 and 5, as Associate membership does not include access to or use of the Rooms (apart from use of the Library).)

The pathway

1. Attend a public information session about the club (members, not associate members). The session will cover:
 - a. A tour of the WPA rooms
 - b. History of the club
 - c. The community's expectations of its members, particularly volunteering and involvement in the club
2. Complete a membership application
 - a. The application gives membership applicants an option to ask for a reduced membership fee if they feel the fee would be a barrier to joining
 - b. If request made for a reduced fee, the president , in consultation with the vice president or secretary, will discuss the application in relation to the accessibility policy
 - c. The applicant is notified of decision
3. Treasurer/Membership co-ordinator sends invoice for membership
4. Member attends induction session (Members, not Associate Members).
 - a. Inductions take place regularly – i.e. fortnightly or monthly
 - b. The induction is a thorough overview of how the club rooms are used, and how the club operates, including asking the new member to indicate how they will volunteer to support the club

Once the new member (not associate members) has completed their induction, they receive an access card/key and have access to all the benefits of membership, including internal classes.

Proposed Amendments to the Rules

First Amendment

Purpose: To simplify and consolidate the existing types of membership, not all of which are specified in the Rules.

New Rule 3.b.:

Motion: There shall be two membership categories: member and associate member. The annual subscription for associate members will be 50% of that paid by ordinary members. The benefits and responsibilities of each type of member shall be determined from time to time by the Committee. The existing Rule 3.b. regarding life membership of the Association, will become Rule 3.c.

Second Amendment

Purpose: This Rule will be replaced by the creation of the associate member category.

Existing Rule 3.c.

Motion: That the following Rule be rescinded: "A member who lives more than 40km from the premises of the Association may apply for Country Membership. The annual subscription for Country Members shall be 50% of that paid by ordinary members."

Third Amendment

Purpose: As it is now possible to produce the annual accounts (for the financial year ending 31 July) more quickly, using modern accounting software packages, and because the requirement to submit audited accounts to the Registrar of Incorporated Societies/Charities Commission has been removed, the AGM can be held earlier. This affords the Association a timely opportunity to review and, if necessary, revise the annual subscription before the commencement of the new membership year. At the moment changes to subscriptions approved at an AGM in one year can't take effect until late in the following year.

Rule 7.

This Rule states that: "The Annual Meeting of the Association shall be held in the month of October each year and further meeting shall be held at such times as shall be decided on by the Association or Committee."

Motion: That Rule 7 be amended by replacing the word "October" with the word "September".

Fourth Amendment

Purpose: As there is no longer an external requirement imposed by the Registrar of Incorporated Societies/Charities Commission that an Auditor's Report be furnished with the annual accounts, the proposed amendment gives the Committee the discretion to have the accounts audited should it wish rather than being required to do so.

Rule 10.

This Rule states that: "The Committee shall cause the accounts of the Association to be audited and shall submit the same together with the Auditor's Report, to the Annual General Meeting."

Motion: That Rule 10 be amended by replacing the word "shall" with the word "may".

Fifth Amendment

Purpose: This amendment recognises that electronic banking is supplanting the traditional means of making payments, namely cheques. The imprest account limit is raised from \$50 to a more realistic figure of \$200.

Rule 21.

This Rule states that: "Cheques on the bank account of the Association shall be signed by the president and the treasurer or by such other members of the Committee as the Committee shall appoint provided that the Committee may set up an imprest account with a limit of \$50 to be operated by the treasurer alone."

Motion: That Rule 21 be amended to read: "Cheques on the bank account of the Association and electronic payments shall be signed by or approved respectively by the president and the treasurer or by such other members of the Committee as the Committee shall appoint provided that the Committee may set up an imprest account with a limit of \$200 to be operated by the treasurer alone."

Amendments underlined.

Sixth Amendment

Purpose: See the comments regarding the purpose of the Third Amendment.

Rule 23

This Rule states that: "Every member shall pay to the Association a subscription for each financial year (or part thereof) during which he or she is a member of the Association. Each such financial year shall start on the first day of August. The amount of the subscription shall be fixed at an Annual Meeting."

Motion: That Rule 23 be amended to read: "The Association's financial year shall start on 1 August. The Association's membership year shall start on 1 October. Every member (including associate members) shall pay to the Association a subscription for each membership year (or part thereof) during which he or she is a member of the Association. The amount of the subscription shall be fixed at an Annual Meeting, and shall come into effect on 1 October".